

## **MADERA COUNTY**

### **LIBRARIAN I LIBRARIAN II/III**

#### **DEFINITION**

Under general supervision (Librarian I) or direction (Librarian II/III), to provide a variety of professional library services; to provide reference services and respond to reference requests; to assist library programs for children; to provide assistance to Library users; and to do related work as required.

#### **SUPERVISION EXERCISED**

##### **Librarian I**

Exercises no supervision.

##### **Librarian II/III**

May exercise technical and functional supervision over lower level staff.

#### **DISTINGUISHING CHARACTERISTICS**

**Librarian I**--This is the entry level in the professional Librarian class series. Positions at this level usually perform most of the duties required at the Librarian II/III level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Librarian II-III**-- These are journey level positions in the professional Librarian class series. Incumbents may have responsibility for an assigned area of library functions such as reference or children's library services. In addition, they may provide some training and supervision to other staff. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Librarian II/III level are normally filled by advancement from the Librarian I/II level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assists with the provision of library reference services and responds to requests from library patrons; utilizes a variety of resources including automated systems to research and provide answers and resources for patron information requests; works with patrons to determine their specific reference needs; suggests appropriate reading material for patrons; assists with updates, and the selection of material for the library reference collection; may have book selection responsibilities for the general collection as delegated; works with representatives of other library systems in the development and utilization of reference resources; assists with planning, organizing, publicizing, and implementing library programs for children; assists with special reading programs including story times for young children; organizes and conducts educational and recreational activities; prepares and distributes publicity information; organizes and carries out a calendar of library events; assists with training in library procedures; performs reference and readers' advisory services for young people; assists with development of recommendations for the purchase of new books and media for the children's collection; provides work direction and training for other library staff; compiles statistical information; checks the proper cataloging and shelving of material; assists with technical services including physical processing, cataloging, mending, and discarding of library materials; provides training and assistance for library users; coordinates the maintenance of the on-line computer operating system; attends workshops and conferences for the development and updating of library knowledge and skills; and represents the library in contacts with citizens, community groups, and other government agencies.

### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Librarian I**

##### **Knowledge of:**

Library reference materials, sources, and techniques.  
Professional library principles, practices, and methods.

##### **Skill to:**

Operate modern office equipment including computer equipment.

##### **Ability to:**

Learn to develop library programs and media collections for patrons.  
Perform professional library work.  
Catalog and classify library materials.  
Provide patron assistance.  
Maintain accurate records and prepare reports.

**Ability to:** *(Continued)*

Respond to requests and inquiries from the public.

Effectively represent the County library system to the public, community organizations, and other government agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

No experience is required.

**Training:**

Possession of a Master's degree in Library Science.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.

**Librarian II & III**

**In addition to the qualifications for a Librarian I:**

**Knowledge of:**

Principles and practices used in the development of library programs and media collections for patrons.

Principles of program development, work direction, and training.

Reader interest levels in books and authors.

**Ability to:**

Organize and maintain responsibility for an assigned area of library functions such as reference or children's services.  
Provide work direction and training for others.  
Assist with difficult reference problems.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

II Level: One year of increasingly responsible professional library work experience comparable to that of a Librarian I with Madera County.

III Level: One year of increasingly responsible professional library work experience comparable to that of a Librarian II with Madera.

**Training:**

Possession of a Master's degree in Library Science.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.

**Effective Date:** May, 1995

February, 2008 – Title Change & Amendment